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Storage and Handling

When vaccine is delivered to your practice it is important that it is identified and stored in the refrigerator or freezer immediately. It is also important that all staff members recognize delivered vaccine and know what to do with it upon arrival. Your facility should have procedures in place for immediate receipt and storage of vaccine due to its temperature sensitivity.

A split, full size refrigerator/freezer or separate refrigerator and freezer units are required for storing vaccine. Dorm style refrigerators, and the freezers within these units, do not maintain an adequate temperature range for storing vaccine and are not acceptable. Storage units must be free of any food or drink.

Please refer to the Vaccine Storage and Handling Chart provided in the appendix of this handbook for details pertaining to shelf life, reconstitution, and other special instructions for each type of vaccine.

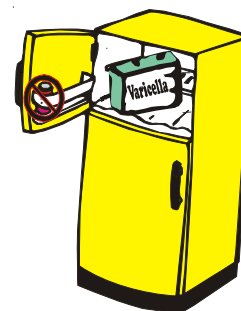
All staff should be familiar with your practice's written Emergency Response Plan for vaccine retrieval and storage in the event of a power outage or mechanical failure. The plan in the appendix of this handbook can be tailored to fit the unique circumstances of your practice and location. Your emergency response plan should be posted on or near your storage unit and updated on an annual basis.

Temperatures

Keeping temperature logs of vaccine storage units to monitor viability of vaccines is required. Logging temperatures twice daily is mandatory to ensure appropriate temperatures are being maintained. VVFC requires keeping temperature logs for a minimum of three years.

Troubleshooting Temperatures:

- **Perhaps the temperature dial is set too low or too high.** Try adjusting the thermostat setting within the storage unit to obtain an adequate temperature and document action on your temperature log. Monitor for 24 hours.
- **You may be using a defective thermometer.** Introduce a second certified thermometer to test for consistency.
- **Placement of the certified thermometer.** The thermometer should be kept as close to the vaccine stock as possible. This way the reading of the thermometer closer reflects the actual temperature of the vaccine. Areas of the refrigerator, such as the door or near the sides may hold warmer temperatures than the center where the vaccine is properly stored.
- **Water bottles and ice packs.** Placing water bottles in the refrigerator and ice packs in the freezer will help stabilize internal temperatures should power outages occur.
- ***It is important to document each corrective action whenever temperatures are reported outside of the required range.***





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Vaccine Stock Separation

Separate VVFC vaccine stock and privately purchased stock by clearly identifying VVFC stock at the time of receipt, tracking it to administration.

1. Establish procedures for vaccine receipt

- Educate staff members about vaccine deliveries and the difference between VVFC and private stocks.
- Unpack vaccine shipments in a timely manner, check the temperature indicator, and review the shipping invoice to see if it matches your VVFC order.

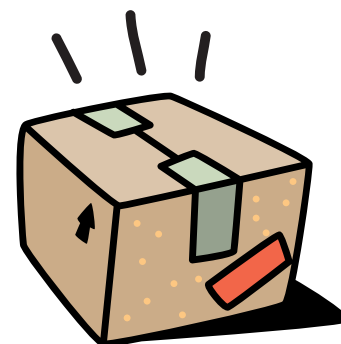
2. Keep copies of your VVFC private vaccine order forms and invoices

3. Label VVFC Vaccine Boxes

- Use stickers to assist in distinguishing VVFC stock from your private stock

4. Physically Separate VVFC and Private Inventories

- Use a dedicated refrigerator, shelf/bin(s).



Accountability

When the accountability report is run, it deducts doses administered, vaccine returns and waste, adjusts for transfers, and adds doses ordered within the span of the inventories you report.

PUBLIC facilities are required to complete a monthly report which tracks doses administered and inventory. The report should include the total doses of state provided vaccine administered by your facility to eligible children. The Division of Immunization office must receive each monthly report by the fifth day of the following month.

PRIVATE providers are required to complete a Tally Report each year. The VVFC Tally Report consists of initial and final inventories along with the doses administered data for a specified time period. VVFC will notify your facility in advance when this form is to be completed.

In order to improve accountability at your facility, consider the following:

- Complete reports as accurately as possible by accounting for all doses administered to VVFC eligible patients during the designated time period.
- As accurately as possible list all VVFC-supplied vaccines in your inventory on the designated dates.
- Report all lost, spoiled, expired or wasted vaccine as well as viable transfers to VVFC by completing a VVFC Return Form. Do not submit a return form on the same day an inventory is conducted, and once reported do not include in subsequent inventories even though you may still have them on hand after they are reported.
- Keep track of any vaccine that is administered to non-eligible patients on a VVFC Replacement Form.
- Report transfers when they occur so that stock may be deducted from your inventory and added to the recipient's.

Rotating Stock

It is important that your VVFC vaccine stock is rotated so the closest to expiration is used first. Upon receiving a shipment of vaccine, check expiration dates and store it in order from the earliest expiration date (in the front) to the to the latest expiration date (in the back) of the refrigerator or freezer.

I n v e n t o r y



Vaccine Returns

Please report any expired, spoiled, wasted, transferred, or vaccine overstock by completing a VVFC Return Form. To avoid confusion, do not submit the form on the same day a physical inventory is conducted and reported. Report returns before or after taking a physical inventory, and once those doses are reported, do not include them in subsequent inventories even though you may still have them on-hand after they are reported. Once a return form is received, it will be deducted from your inventory on the date you indicate on the form.

McKesson does not accept viable returns: Viable vaccine must be transferred to another provider

Non-Viable returns include: Vaccine that is spoiled, expired, damaged, or drawn up but not administered. (VVFC will receive excise tax credit for all vaccines never administered)



Return Process:

1. On the VVFC Return Form, indicate the vaccine name, number of doses, lot number, manufacturer, expiration date, and reason for the vaccine being returned.
2. Fax or mail the completed form to the VVFC office.
Viable transfers: Include a temperature log for all viable transfers. We will ask you to contact a provider near you to try to transfer viable vaccine.
Non-Viable return: Non-viable returns should be returned according to the current policies set by the VVFC distributor.
3. **Do not return vaccine to the VVFC office.** Vaccine will be sent to our distributor where it will be collected and ultimately returned to the manufacturers.

Vaccine Replacement

If your practice does not have VVFC vaccine in stock and a VVFC eligible child needs VVFC covered vaccinations, you may use vaccine from your private stock to immunize the child. Document vaccine usage of your private stock with a VVFC Vaccine Replacement Form. Once VVFC stock is received, you may administer corresponding number of doses to privately insured patients and document each dose on the VVFC Vaccine Replacement Form.

The VVFC office monitors its vaccine inventory to ensure vaccine availability upon request. Therefore, it should not be necessary for your practice to frequently use its private stock. If your practice continuously uses private stock or does not document usage appropriately, your vaccine administration and inventory procedures will be reviewed.